



September 2010

SCHOOL FINANCE UPDATE

A Monthly Newsletter Published by the School Finance Division

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This newsletter is emailed to school districts, county superintendents, county treasurers, and auditors each month. The newsletter is intended to reach all district staff involved in budgeting, accounting, enrollment, special education funding, and federal programs. Please forward it to all interested parties. Got suggestions for items to include here? We'd love to hear from you!

Fall Enrollment Counts - AIM Data Used to Populate MAEFAIRS

MAEFAIRS will be open soon for reporting the Fall Student Count for ANB (Average Number Belonging). The official count date is **Monday, October 4, 2010**. If October 4 is not a school day for your district, use the next school day for your enrollment count. Student Count for ANB reports must be submitted to the MAEFAIRS system **no later than October 25, 2010**. Send a copy of the submitted report to your county superintendent.

AIM data will be used to provide the student count for ANB to the MAEFAIRS system. We encourage AIM specialists to have all AIM data entered and verified for import into the MAEFAIRS system. AIM specialists and MAEFAIRS registered users should work together to ensure accurate and verifiable data is submitted to the OPI by the October 25 due date.

OPI Contact: Nica Merala, (406) 444-4401 or nmerala@mt.gov

Montana Youth Challenge (MYC) Students

A school district may claim one-half time enrollment under certain conditions for youth who are residents of the district and who attend the Montana Youth Challenge (MYC) program. A school district may include a student attending the MYC program in its ANB count if:

- The school district has entered into an interlocal cooperative agreement with the MYC program; and
- The interlocal agreement complies with Title 7, chapter 11, part 1 of Montana Code Annotated (MCA) and
- The student is enrolled in a public school in the student's district of residence; and
- The credits taken at the MYC program are approved by the resident school district; and
- The credits meet the resident district's requirement for graduation at a school in the district; and
- The credits are taught by an instructor who has a current and appropriate Montana high school certification; and
- The credits are reported by the MYC program to the student's resident school district.

For more information, see 20-9-707 and 20-9-311(12), MCA.

OPI Contact: Nica Merala, (406) 444-4401 or nmerala@mt.gov

TR-4 Individual Transportation Contracts

By October 1, the county superintendent must log in to the Transportation program and electronically acknowledge receipt of FY2010-11 TR-4 Individual Transportation contracts received from the school districts. The county superintendent must also authorize contracts for which the county transportation committee has approved increased payment due to isolation.

OPI Contact: Maxine Mougeot, (406) 444-3096 or mmougeot@mt.gov

**FY2010-11
Quarter 1 ARRA
Reporting Now
Open**

The 1st Quarterly Report for FY2010-11 is now available to complete in the OPI MAEFAIRS program. This report will satisfy the "1512" reporting requirements associated with the American Recovery and Reinvestment Act (ARRA) for all ARRA funding distributed by OPI.

All school districts and special education cooperatives are required to report on ARRA funds for which they are the prime applicant. **This report is due no later than September 30, 2010.**

NOTE: Due to federal reporting deadlines, OPI cannot accept late reports. Reporting is a federal requirement for receiving ARRA funds. OPI may temporarily withhold all ARRA funds from non-reporters until the end of the next quarterly reporting cycle in December 2010. Please report timely.

This quarterly report covers the following areas:

1. FY2010-11 ARRA General Fund State Fiscal Stabilization Funds (GF SFSF) Reimbursement Requests
2. Vendor and Jobs Created/Retained Information for the following funding sources:
 - ARRA General Fund State Fiscal Stabilization Funds (GF SFSF)
 - ARRA IDEA Part B
 - ARRA IDEA Preschool
 - ARRA Title I-A
 - ARRA Title II-D Ed Technology (SLATE Grants)
 - ARRA McKinney-Vento Homeless Assistance
 - HB645 Special Education Allowable Cost Payment – Jobs Created/Retained only

Use the following URL to login to complete the report:

<https://data.opi.mt.gov/Maefairs/frmLogin.aspx>

Note: The MAEFAIRS system will not be available on Wednesday, September 22 due to required server maintenance.

Your user name is your first and last name, with a space between the two (for example: John Doe). If you have lost or forgotten your password, click on the "Forgot Your Password" link. Enter your user name, click on the submit button, and a new password will be sent to your e-mail account. If you have forgotten your user name, please contact Donell Rosenthal at 406-444-3024 or drosenthal@mt.gov.

After logging in, hover over the "Data Entry" heading at the top of the page, and select "ARRA Quarterly Reporting". Then, select your LE from the drop-down menu, and complete the report. The report is not complete until you select the submit button, and see the "Your LE has been submitted" message next to your LE name.

OPI Contact: Adam Anfinson, (406) 444-4524 or aanfinson@mt.gov.

**Contract Soon
for FY2009-10
Audits**

If you haven't already done so, please contact your auditor soon to arrange an audit of FY2009-10. School districts and special education cooperatives that spent more than \$500,000 of Federal assistance last fiscal year, including USDA commodities, must submit an "A-133" (aka "Federal") audit report for FY2009-10 by March 31, 2011.

Districts and special education cooperatives that spent less than \$500,000 of Federal assistance and had \$500,000 or more of total revenues in all funds combined must have a "regular" audit and submit a report to OPI within one year of the close of the fiscal year (i.e., FY2009-10 audits are due to OPI by June 30, 2011).

Very small districts with less than \$500,000 of total revenues in all funds combined must have a "financial review" every four years upon OPI request. FY2009-10 financial reviews are due to OPI by June 30, 2011.

OPI Contact: Rebecca Phillips, (406) 444-0783 or rphillips2@mt.gov

**FY2010-11 DSA
ARRA GF SFSF
Entitlement
Payments -
Final Amounts**

The Office of Public Instruction (OPI) has posted a spreadsheet to show the final amount of FY2010-11 General Fund Direct State Aid (DSA) payments supported by American Recovery and Reinvestment Act (ARRA) State Fiscal Stabilization Funds (SFSF) appropriated in House Bill 645 from the 2009 legislative session. The spreadsheet is located on the OPI website at this link: http://www.opi.mt.gov/pdf/SchoolFinance/Entitle/FY11_SFSF_DSA_ARRA.xls.

State Fiscal Stabilization Funds (SFSF) will be paid through the Direct State Aid (DSA) payment to districts based on reimbursement requests made on the ARRA Quarterly reports submitted in the MAEFAIRS system.

Please contact Donell Rosenthal at (406) 444-3024 if you have problems accessing the spreadsheet.

Please contact Denise Ulberg at (406) 444-1960 or dulberg@mt.gov with questions about the HB645 appropriations for ARRA State Fiscal Stabilization Funding for K-12 Education.

Please contact Adam Anfinson at (406) 444-4524 or aanfinson@mt.gov with questions about the ARRA Quarterly reporting process.

OPI Contact: Denise Ulberg, (406) 444-1960 or dulberg@mt.gov

**FY2010-11
HB645 Special
Education
Allowable Cost
Payments -
Final Amounts**

General Fund Special Education Allowable Cost (SPED) payments to school districts in FY2010-11 are supported by two sources: 1) the state general fund as appropriated in House Bill 2 (HB2), and 2) House Bill 645 (HB645) appropriations of state general fund revenue. The OPI will distribute the HB645 portion to districts in the Instructional Block Grant, which is included within the state's SPED payments.

Note: Special education cooperatives do not receive Instructional Block Grant amounts, so this memo does not apply to cooperatives.

SPED payments are paid to the school district General Fund (01). The OPI has posted a spreadsheet to show the final amount of FY2010-11 Special Education Allowable Cost Payments supported by funds appropriated in House Bill 645. The spreadsheet is located on the OPI website at this link:

http://www.opi.mt.gov/pdf/SchoolFinance/Entitle/FY11_HB645_SPED_ARRA.pdf.

HB645 SPED funds will be paid as part of the October 2010 SPED payment to districts. The official email for the October state funding payments will include instructions for the proper accounting of HB645 SPED funds. Special education cooperatives are not affected by this payment.

Please contact Donell Rosenthal at (406) 444-3024 if you have problems accessing the spreadsheet.

Accounting questions should be directed to Rebecca Phillips at (406) 444-0783 or rphillips2@mt.gov.

OPI Contact: Denise Ulberg, (406) 444-1960 or dulberg@mt.gov

**AIM Collection
Schedule for
2010-11**

The AIM Collection Schedule for the 2010-11 school year can be found at this link: http://www.opi.mt.gov/pub/AIM/AIM%20Collections/10_11AIMCollectionSchedule.pdf. This schedule shows the start and end dates and purpose for each collection. It also indicates the date the state will "snapshot" or freeze the data set to be used for various reporting. Please be cognizant of the collection due dates. OPI tries to give districts as much time as possible to enter their data, while still allowing time for the AIM staff to verify the accuracy of what has been entered before the data is used for reporting.

OPI contact: Sara Loewen, (406) 444-3494 or sloewen@mt.gov.

FY2009-10 Grant Projects – Important Deadlines

September 25 is the last day to submit an initial cash request in E-Grants for projects that end September 30. Final expenditure reports are due no later than November 10.

The following FY2009-10 grants end September 30:

E-Grant Projects

ESEA/NCLB Consolidated
Title I A – Basic
Title I A – Schoolwide
Title II A – Improving Teacher Quality
Title II D – Education Technology
Title III A – English Language Acquisition
Title IV A – Safe & Drug-Free Schools
Title VI B – Rural and Low-Income Schools (RLIS)

Non E-Grant Projects

Title II B – Math/Science Partnerships
Improvement 1003 (g)
Reading First
Even Start
Neglected & Delinquent
McKinney-Vento Education for Homeless Youth

OPI federal grant accountants are available for questions:

Jurenne Fuchs, (406) 444-2560 or jfuchs@mt.gov
Sunni Hitchcock, (406) 444-3408, or sunnih@mt.gov
Charlotte McMilin, (406) 444-4403, or cmcmillin@mt.gov

OPI Contact: Julia Dilly, (406) 444-4523 or jdilly@mt.gov

When are OPI Payments Made?

Information about all OPI payments are posted at
http://www.opi.mt.gov/Finance&Grants/Index.html?gpm=1_4

- Approved grant payments are paid on the 10th of each month.
- School Food Program payments are made by the 25th of each month.
- Direct State Aid payments are made between the 19th and the 25th, based on a set schedule (see <http://www.opi.mt.gov/pdf/schoolfinance/Entitle/FY11StPaySched.pdf>).
- Guaranteed Tax Base Aid payments are made in November and May.
- Transportation Reimbursements are made in March and June.

OPI Contact: Kathleen Wanner, (406) 444-9852 or kwanner@mt.gov

Verification Packets for School Lunch Applications

School lunch applications require annual verification. The OPI School Nutrition Programs recently sent an instruction packet to your district. The packet includes information that will help you verify the income of a select group of applications starting October 1st.

To make the process easier, work now to organize meal applications into four groups of eligibility approval: 1) direct certified, 2) eligible for free based on income case number, 3) eligible for reduced price, and 4) denied. You can reduce the number of applications to verify by directly certifying families receiving SNAP (food stamps).

Verification of income on select applications must be completed by November 15, 2010. Please be diligent with follow-up by documenting contact with the family and doing your best to achieve a 100% response rate.

OPI Contact: Teresa Motlas, (406) 444-2501 or tmotlas@mt.gov

Handy Tools for Clerks - Excel Spreadsheets

OPI has some spreadsheets available to help clerks perform common duties. Spreadsheets are posted on the School Finance - Accounting web page at <http://www.opi.state.mt.us/schoolfinance/Acct.html>

Spreadsheets include:

- Fund 15 Recap - Reconciling Cash in the Miscellaneous Programs Fund
- Reconciling Cash to the County Treasurer
- Student Activity Fund Recap

OPI Contact: Adam Anfinson, (406) 444-4524 or aanfinson@mt.gov

Useful Links

ARRA Quarterly Reporting, Accounting Guidance and Other Resources
<http://www.opi.mt.gov/Finance&Grants/SchoolFinance/Index.html>

State Entitlement Payments to Schools:
http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_9

School Accounting:
http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_3

Forms and Publications & Tuition:
http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_10

Pupil Transportation:
http://www.opi.mt.gov/Programs/SchoolPrograms/Pupil_Transportation/index.html

Enrollment and ANB:
http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_8

Audit Information: http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_4

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The Night Before School

So, it was the night before school would start,
All through the house and the town,
The parents were cheering out loud,
What a fantastic sound!!

By eight, kids should be washed
And tucked into bed....
Oh no, here come the memories of homework to fill their heads with
dread!

School shopping for pencils, new folders, and notebooks too!
New teachers, new friends, old friends...their anxiety grew!
The sounds of parents giggling when they learned of the fright,
And shouted upstairs---
GO TO BED-IT'S A SCHOOL NIGHT!